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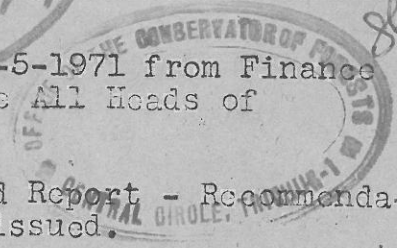
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Copy of Circular No. 37/PAC-1/71/Fin. dated 22-5-1971 from Finance Secretary, Finance Department, Trivandrum to the All Heads of Departments.



Sub:- Public Accounts Committee 1967-68 - Third Report - Recommendation No. 135 (Para 8.66) Instructions - issued.

The public Accounts committee in its Recommendation No. 135(Para 8.66) of the Third Report 1967-68 has deprecated the tendency on the part of some officers of Government to bring in fresh facts at the time of examination of the audit para by them. They desire that the Department's reply to Audit should be comprehensive on all relevant points connected with the irregularities so that the committee's time is not wasted owing to any disagreement on facts. In this connection attention of all Secretaries to Government and Heads of Departments is invited to para 38 of the 'Hand Book of Instructions' issued by the Finance Department which is extracted below for ready reference.

"A summary of the action to be taken in the Administrative Department when a draft para is received is given below in the order of sequence:-

1. Collect all original files mentioned in the key to para which will consist of (a) Government files (b) files of the Office of the Head of Departments and (c) files of the subordinate offices.

2. Examine the facts contained in the draft para with reference to the basic material.

3. Check whether the facts contained in the draft paragraph are correct and whether in the progress of correspondence with the Accountant General prior to the finalisation of the draft paragraph, the subordinate officers have not furnished the correct information or explained the matter in the proper perspective.

4. Send a reply to the Accountant General verifying the draft paragraph and also offering any useful suggestion that would help to satisfy the audit.

5. Consider whether any further discussions with the Accountant General at the personal level of secretary in the Department would be useful in clarifying the points of doubt and, if so, fix up such meetings.

6. After issuing reply to the Accountant General start to remedy the defects, if any noticed as a result of the draft paragraph.

7. Issue orders that would prevent recurrence of lapses, if any, brought to notice.

8. As ~~xx~~ soon as the audit report is received collect all the relevant files once again and verify with reference to the latest facts the correct position.

9. Go through the audit paragraph carefully, word by word, and prepare notes on the points raised in the audit paragraph and also on incidental points that may be raised during examination of

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the witnesses by the P.A.C. in consultation with the Heads of Departments and Finance Department wherever necessary.

Attention of all secretaries to Government and Heads of Departments is also invited to the above recommendation and they are requested to strictly follow the procedure prescribed in the 'Hand Book of Instructions' while furnishing replies to draft paras in future.

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Endt on A5.20736/71 (L.Dis.) dated 11-6-1971.

Copy forwarded to all Subordinate Officers for information and future guidance while furnishing replies to the draft paras.

Copy to stock file.

sd/-  
for Chief Conservator of Forests.  
Approved for issue.

*[Signature]*  
Superintendent.

Office of the Chief Conservator  
of Forests, Trivandrum.

PP/29.7 (294)

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~~Submitted~~

no Action Filed with HA Dy. Secy S.L.

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*[Signature]*  
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